

UNITED STATES DISTRICT COURT
WESTERN DISTRICT OF TEXAS
AUSTIN DIVISION

Requirements for Attorney Admissions

Welcome to the Austin Division of the Western District of Texas! These guidelines are meant to supplement the admissions requirements set forth in [Local Rule AT-1, Admission and Discipline of Attorneys](#). Please read these requirements carefully before preparing your application packet. *Please note that these guidelines apply to the Austin Division only; other divisions may set forth different requirements.*

The Application and Admissions Process

You must submit the following documents to the Clerk's Office at 501 West 5th Street, Suite 1100, Austin, Texas 78701:

- Completed [application for admission](#) with notarized signature.
- Applicants **residing within the Western District** of Texas need to submit two letters of recommendation from attorneys who are admitted and in good standing to practice in the Western District of Texas.
- Applicants **residing outside the Western District** of Texas need to submit two letters of recommendation from attorneys admitted to practice and in good standing in the federal district court in which the applicant practices. *Such applicants do not need to submit letters from Western District attorneys.*
- An **Original** Certificate of Good Standing from the state bar association **or** supreme court in which the applicant practices.
- An **Original** Certificate of Good Standing from the Federal District Court in which the applicant practices, if licensed. If not a member of the resident District, then a Certificate of Good Standing should be provided from another Federal Court.

If the applicant is admitted to practice in another Federal Court, they **are not** required to take a course regarding federal court practices.

Otherwise, in addition, the applicant must provide written documentation that he/she has completed a course regarding federal court practice, such as:

- Participation in the seminar "A Day in Federal Court," offered by the Travis County Women's Lawyer's Association (TCWLA). A DVD is available for check out. See www.tcwla.org and click on the "Events" tab, "CLE" sub-tab for instructions on renting this DVD. You may also

contact Tracy Kasperek at tracy@thrashlawfirm.com for further information about this DVD rental.

- A DVD of the current Federal Practice Seminar and the accompanying written materials are now available for check out for \$150 (\$75 for government attorneys) by contacting the Austin Federal Bar Association at fba.austin@gmail.com. Please include “Federal Practice Seminar” in the subject of your email for faster routing of your request. If you have any questions, please visit their website www.fedbar.org/chapters/austin.
- Completion of the course titled “Federal Court Practice” offered jointly by the Texas Young Lawyers Association and the State Bar of Texas. (Contact TYLA at www.tyla.org.)
- Other courses regarding federal court practice that qualify for mandatory continuing legal education (MCLE) credit by the State Bar of Texas may also be accepted.
- Out-of-district attorneys may request other arrangements to fulfill the federal court practice education requirement.

Please submit the \$196.00 application fee **with** your application. Make checks payable to U.S. District Clerk, Western District of Texas. Attorneys employed by any municipal, county, state, or federal governmental agency are exempt from paying this fee.

After your completed application and all supporting documentation has been received, it is forwarded to the Division’s standing Attorney Admissions Committee for consideration. The review and approval process generally takes thirty to forty-five days, unless the Committee requires additional information from the applicant.

Taking the Oath

Applicants who are approved for admission will be notified by letter, which will include the dates of upcoming admissions ceremonies. **The ceremonies are generally held the third Thursday of each month** by one of the Division’s judges; each approved attorney must be accompanied by a sponsor who is admitted to practice in the Western District of Texas. The sponsor will introduce the attorney to the court, vouch for his or her good moral character, and so affirm in writing. After the ceremony, the newly-admitted attorneys and their sponsors will sign the official roll of attorneys maintained by the Clerk’s Office.

Out-of-district attorneys are allowed to be administered the oath by a federal district judge in their home district. These documents will be sent by the Clerk’s Office after the applicant is approved by the Committee.

Attorneys who do not complete the admissions process within one year will be automatically expunged from the Clerk’s records without further notice.

Admissions Renewal Process

- Attorneys whose memberships have lapsed and whose status reflects “Must Reapply” in our attorney database can now renew their memberships by sending a cover letter to the Clerk’s Office with their current contact information along with a check for \$25.00.

Still Have Questions?

Please contact us via email or telephone at:

[Austin Attorney Admissions@txwd.uscourts.gov](mailto:Austin_Attorney_Admissions@txwd.uscourts.gov)

(512) 916-5896, extension 8718

****** Please note that these guidelines apply to the Austin Division only;
other divisions may set forth different requirements ******